

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE
ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
(1-YEAR FIXED TERM APPOINTMENT)
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
WESTVILLE CAMPUS

REF NO. SAEES05/2023

The School of Agricultural, Earth and Environmental Sciences (SAEES) is one of five Schools in the College of Agriculture, Engineering, and Science and has teaching and research facilities on all three campuses (Pietermaritzburg, Westville, and Howard College).

The successful candidate will be expected to provide efficient and effective administrative services for Westville Geography staff and students, and assist with general School administration.

S/he will be responsible for general office administration, financial administration and reporting, and liaison with staff, students, and key partners. Core responsibilities include academic programme administration, module administration, and committee administration in the School.

Sound financial administration and financial record keeping are core components of this position. S/he will be responsible for financial administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, and extracting financial reports.

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus relevant one-year qualification
- Two (2) years relevant work experience
- Experience in financial administration
- Proven skills in word processing and spreadsheets
- Experience in the use of SMS or equivalent student mark management system

Short-listed candidates may be required to undergo a skills test

Enquiries and details regarding this post and requests for the job profile, may be directed to Ms. Philippa McCosh at mccoshp@ukzn.ac.za.

The total remuneration package offered does not include benefits.

The closing date for receipt of applications is 28 April 2023.

Applicants must complete the relevant application form available on the UKZN Vacancies website at <http://vacancies.ukzn.ac.za>.

Completed forms may be sent to Ms. Phumelele Mshengu at mshengup@ukzn.ac.za.

The advert Reference Number MUST be clearly stated in the subject line

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process. We refer you to the University's relevant Section 18 notice at <http://vacancies.ukzn.ac.za/Libraries/General Documents/Section 18 Notice - Employees and Potential Employees.sflb.ashx>